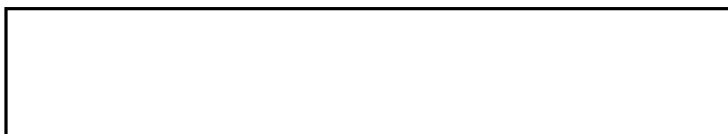


GENERAL SERVICES ADMINISTRATION

Records Management Division
District Office
General Services Administration
Room 421, 1031 South Broadway
Los Angeles 15, California

January 30, 1951

STAT



Gentlemen:

Title V of Public Law 754, 81st Congress directs the General Services Administration to "make provisions for the economical and efficient management of records of Federal agencies".

As a first step, the Regional Office of General Services Administration in San Francisco has established a Federal Records Center at 220 Fifteenth Street, San Francisco, for the benefit of Federal agencies in California, Arizona, and Nevada.

The Regional Office in San Francisco has requested the Los Angeles District Office of General Services Administration to collect general information on Federal records located within the Los Angeles District Office area. The information collected will be used to determine the extent of records management services which should be established in the Los Angeles District Office area for the benefit of Federal agencies located there.

In order to carry out the responsibilities of the General Services Administration under Public Law 754, it will be appreciated if you will complete the enclosed forms in duplicate and return them to this office at an early date.

Very truly yours,

/s/

Leo Richman
Acting Chief
Records Management Division

Enclosure: Survey Form (3 copies)
Explanatory Sheet